

## **South Atlantic Area Advisory Council for Office Professionals Charter**

### **A. Mission and Goal:**

The mission of the South Atlantic Area Advisory Council for Office Professionals (SAA-ACOP) is to serve the Office Professional, Research Leaders and Area Management in an advisory capacity. Our goal is to strengthen the professional bond between Office Professionals and Management through improved communication, enhanced training, and establishment of a working mentoring and orientation program.

### **B. Objectives:**

The objectives of the Council include:

Improve communication and skills among office professionals and strengthen programs and opportunities for their career development.

Provide advice and recommendations on Agency-wide and SAA policies and programs related to the employment, development, and advancement of office professionals.

Improve recognition of the office professionals and promote professionalism within the occupation.

Develop orientation package of required and appropriate training and mentoring for office professionals.

Serve as "sounding board" for the SAA Administrator and Management on new initiatives which impact employees across the Area, such as testing and implementing new software packages, automating administrative processes, and changing procedures.

### **C. Scope and Coverage:**

The SAA-ACOP will serve as a representative for office professionals and clerical employees throughout the Area. This includes employees in the Program Support Assistant (303), Secretary Series (GS-318), Office Automation Clerical and Assistant Series (GS-326), and other relevant office clerical support occupational series.

### **D. Council Membership:**

The Council will consist of representatives from the South Atlantic Area. Council members will be appointed by the Area Deputy Director.

Initial appointments will be staggered as follows:

Chair - 1 year

Co-Chair - 1 year

Recorder - 3 years

Information/Training Coordinator/Webpage - 3 years

Historian - 3 years

Ex-Officio – 1 year

At the conclusion of the 1 year term of the Chair, if they do not go to NACOP, then they become the Ex-Officio member. The Co-Chair assumes the role of chair.

After the initial term expires, memberships may rotate on a three-year basis. If a member cannot complete a term, the new appointee will finish the term. If the resigning member has one year or less left, the new member will serve the remainder of this term plus an additional three-year term.

Upon completion of a Chair's term, the co-chair will rotate into the chair position. The Council will elect from the remaining members a new co-chair.

E. Roles and Responsibilities:

Chair and Co-Chair will:

- Organize meetings and issue agendas.

- Arrange conference calls as needed.

- Preside at all meetings and conference calls.

- Advise and work with Area Director on implementing policies and programs affecting the SAA.

- Develop correspondence based on Council's recommendations and obtain appropriate approvals prior to dissemination.

- Appoint Chair of subcommittees established by the Council.

Ex-Officio will:

Advise and work with senior and junior co-chairs  
Have no voting privileges

Recorder will:

Record and distribute highlights and action items of meetings.

Maintain an accurate roster and E-mail list of membership and current biographical information on Council members.

Inform Council members of future meeting arrangements.

Webmaster will:

Maintain biographical information of Council members.

Serve as the coordinator and disseminator of information to the SAA office professional's community.

Update and maintain the SAA webpage.

Historian will:

Keep and maintain the SAA history files.

Maintain all photo records.

Newsletter Editor will:

Collect and compile articles from members bi-annually

Prepare draft for review

Send final to SAA Executive Secretary for distribution

Technical Advisor will:

Ensure all Council meetings are conducted in accordance with the established charter and appropriate issues are addressed.

Act as Liaison between the National Advisory Council for Office Professionals (NACOP) and SAA-ACOP.

All Members will:

Support and actively participate in the Council.

Collect and report information on significant activities, questions, and concerns.

Keep SAA office professionals aware of information and activities of the Council and related programs.

Provide current biographical information upon appointment to the Council.

F. Operating Procedures:

The Council will meet annually at a site and date to be determined. (SAA site, if possible). Payment of travel expenses will be the responsibility of each respective location of representation.

Conference calls will be conducted every other month.

All decisions will be made by consensus.

Recommendations from the Council with SAA-wide impact will be submitted to the SAA Director for approval prior to implementation.

Highlights and action items from the meetings will be given to the SAA Director by the Chair.

An annual report will be provided to the SAA Director.

Accomplishments will be summarized at the completion of each meeting/conference call.

A replacement will be named prior to the expiration of member's term.

The Chair will ensure that a replacement is appointed.

The Chair will keep the SAA Director informed.

Council records will be retained by the Recorder.

In addition, the Council will adhere to the following principles:

All members will be expected to attend meetings/conference calls.

Confidentiality of all discussions will be maintained.

Appropriate subcommittees will be established as needed.

Feedback on Council issues, policies and activities is encouraged.



South Atlantic Area Advisory Council for Office Professionals  
Concurrence with Charter

Addendum to concurrence with Charter  
May 21, 2009

Wanda Rohrer

Wanda Rohrer, Chair/NACOP Rep.

Misty Stephens

Misty Stephens, Co-Chair

Rhonda Gantt

Rhonda Gantt, Webmaster

Joyce Paist

Joyce Paist, Newsletter 3 yr.

Jacqueline McDonald

Jacqueline McDonald, Recorder

Deborah Osborne

Deborah Osborne, Historian

Joon Park

Mr. Joon Park, Deputy Area Director

Marshall Lamb

Dr. Marshall Lamb, Research Leader

Debbie Roland

Debbie Roland, Ex-Officio

Angela Quinata

Ms. Angela Quinata, Admin. Officer